

Employment Opportunity

Museum Admissions Desk Clerk / Part-time Non-benefited

Community Services Dept. – Tempe Historical Museum * 809 E. Southern Ave. * Tempe, AZ 85282 * (480) 350-5100

Closing Date: Subject to closing when the needs of the City are met.

Hourly Wage: \$9.00 per hour

Hours: The position would involve approximately 13 to 15 hours per week. The museum is open Monday through Thursday and Saturday, 10:00 a.m. to 5:00 p.m. and Sunday from 1:00 to 5:00 p.m. We are closed on Fridays and major holidays.

Minimum Qualifications: Outstanding customer services skills. Requires the ability to operate a multi-line telephone, perform data entry and general clerical office tasks.

Additional Requirements: Ability to:

- Work with the public.
- Provide basic directions and orientation to the museum.
- Communicate clearly and concisely, both orally and in writing.
- Type and use a computer at a speed necessary for job performance.
- Establish and maintain cooperative working relationships with public and staff.
- Understand and carry out oral and written directions.

Desirable Qualifications:

- Bilingual
- Experience with Word and Excel.

Representative Essential Functions:

- Open/close the exhibit gallery.
- Provide general visitor information and orientation.
- Collect and compile visitation information.
- Provide telephone coverage for the main museum phone when the Administrative Assistant is absent from her work area.
- Operate a computer and enter data.
- Assist the Administrative Assistant with basic clerical tasks.

Applicant Requirement:

In accordance with Rule F, Section 301, of the Tempe Personnel Rules and Regulations, no parent (in-law or step), spouse, domestic partner, or child (in-law or step) of a regular employee or City Councilperson can be hired as a temporary employee within the same department, except as a participant in educational programs such as Cooperative Office Education, Work study, or University internships.

City employees must subscribe to and promote the City of Tempe's Mission and Values. Our Mission is to make Tempe the best place to live, work and play. We Value People... Integrity... Respect... Openness... Creativity... and Quality.

Applications available at Tempe Historical Museum, 809 E. Southern Ave., Tempe, AZ 85282
Phone: (480) 350-5100

An equal opportunity/reasonable accommodation employer.